

What do I need to hire a doctor (or nurse, or any DHCP) by contract?

Purchase Request package must include all of the following:

1. MTF's Commander's Approval to enter into a Personal Services Contract
2. PR&C
3. IGE
4. PBWS
5. Performance Measurement Standards
6. Evaluation Factors
7. List of Suggested Sources
8. COR nomination for acquisitions valued over \$100,000.00

Acronyms:

DHCP -	Direct Health Care Provider
MTF -	Medical Treatment Facility
PR&C -	Purchase Request and Commitment
IGE -	Independent Government Estimate
PBWS -	Performance Based Work Statement
COR -	Contracting Officer's Representative

Useful websites:

1. <http://www.healthcare.hqusareur.army.mil/ERCO-Contracting/default.htm>
2. <http://www.cs.amedd.army.mil/imap/imapteam.asp>
3. <http://swz.salary.com>

Explanation of the contents of the Purchase Request package items listed above:

1. Sample attached.
2. PR&C. See instructions at website (1). Go to the Customer Handbook link.
3. IGE. See instructions at website (1). Go to the Customer Handbook link. Research website (3), and any other sources available to you, e.g. historical information.
4. PBWS, Performance Measurement Standards and Evaluation Factors. Research website (2).
 - (a) Go to Links, Acquisition Sites, Links to Performance Based Acquisition Sites, Department of the Army, and Performance Work Statement Samples.
 - (b) Go to the Library for DHCP PBWS samples.
5. List of Suggested Sources. Provide name, address, telephone number, email address of individuals and/or companies who may be interested in receiving a copy of the solicitation. You may have discovered this information as you were researching for the information required above, or thru you own personal/professional/experiential knowledge.
6. COR nomination must be accompanied by COR certificate of training. See website (1) on how to obtain this.



DEPARTMENT OF THE ARMY
Your letterhead

Your Office Symbol

Date

MEMORANDUM FOR the Contracting Officer, Europe Regional Contracting Office, CMR
402, APO AE 09180

SUBJECT: Approval for a Personal Services Contract for a Doctor

1. I hereby approve that a personal services contract for a doctor for the Landstuhl Emergency Room be negotiated.
2. POC is the undersigned at (DSN) xxx-xxxx.

Encl

1. PR&C
2. IGE
3. PBWS
4. Evaluation Factors
5. List of Suggested Sources

JOHN C. SMITH
COL, MS
Commander

CF:

Sample